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ABSTRACT

This book is a practical guide that attempts to demystify the career search process. Users range from students beginning college to professionals changing careers. New material in this edition explores the challenges, options, and opportunities in the twenty-first century as well as the problems of balancing work and family. Key labor statistics and other time-sensitive data have been thoroughly updated, including new information on job sharing and self-employment. It has been used in semester-long courses, and in business and industry. Beginning with a discussion of success, the book moves quickly into self-assessment activities. The interrelationship between people's roles and their career choices are examined. Chapters include: (1) Needs, Wants, and Values: Spotlighting You; (2) Personality and Performance: Pieces of the Puzzle; (3) The Career Connection: Finding Your Job Satisfiers; (4) Roles and Realities: Sinking the Stereotypes; (5) Work: Challenges, Options, and Opportunities; (6) Workplace and Work Styles: Scanning the Subtleties; (7) The Job Hunt: Tools for Breaking and Entering; (8) Decisions, Decisions: What's Your Next Move?; and (9) Work Affects the Soul: The Final Analysis. An appendix contains sample resumes and letters. The instructor's manual, intended for use in conjunction with the book, has possible uses such as in a semester-long course in a number of settings or in short workshops: one-day or several two-hour sessions. The manual is divided into four parts: (1) Course Organization and Handouts; (2) Using the Textbook; (3) General Course Information, Resources/Supplements; and (4) Evaluation/Examination/Research. Suggested course or workshop outlines, inventories, handouts, worksheets, activities, and other information is included. Inventories included are self-scoring. Appendixes include: Career Program Development; Infusion; Personality Mosaic Research and Remarks, and the Evolution of a Job Group Chart. Text and manual may include more material than needed, so it will be necessary to choose a focus. (JBJ)

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